

U3A in Kennet Privacy Policy

U3A in Kennet treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

What personal information do we collect?

When you express an interest in becoming a member of U3A in Kennet you will be asked to provide certain information. This includes:

- your name and preferred mode of address
- home address
- email address
- telephone number (landline and / or mobile)
- your subscription preferences

How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms or online contact forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the U3A.

How do we use your personal information?

We use your personal information:

- To provide our U3A activities and services to you
- For administration, planning and management of our U3A
- To communicate with you about your group activities
- To monitor, develop and improve the provision of our U3A activity

We'll communicate with you by email, post, other digital methods and telephone to advise you of U3A activities.

With whom do we share your personal information

We may disclose information about you, including your personal information

- Internally - to Committee members and Group Leaders – as required to facilitate your participation in our U3A activities;
- Externally – with your consent for products or services such as direct mailing for the Trust magazines – Third Age Matters and Sources
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the U3A we will do this in a secure way.

How long do we keep your personal information

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 2 years after you have ceased to be a member (7 years if you have used Gift Aid).

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform the U3A as to any changes to their personal information. You can do this by contacting the Membership Secretary: membershipsec@u3ainkennet.org.uk. On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Membership Secretary.

How do we store your personal information

Your membership information is held on the U3A Trust Beacon system database. It is encrypted and travels by secure links to and from the national server. Access by Committee Members and Group Leaders (and occasionally Deputies) is limited to that data required to enable them to communicate with appropriate members.

Availability and changes to this policy

This policy is available on the U3A in Kennet website www.u3ainkennet.org.uk. This policy may change from time to time. If we make any material changes we will make members aware of this via the e-Bulletin,

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact the Membership Secretary on membershipsec@u3ainkennet.org.uk.

Policy review date: May 2019